

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

FRAUD INVESTIGATOR I, BUREAU OF STATE AUDITS
PERMANENT/FULL TIME EMPLOYMENT
(4095 / JC85)

SALARY RANGE: \$5,079.00 – 6,483.00

DUTIES: Under the general direction of the Supervising Fraud Investigator, Fraud Investigators at the Bureau of State Audits conduct investigations regarding allegations of improper governmental activities. Specifically, the duties include, but are not limited to the following:

In accordance with state law and applicable investigative standards, investigate allegations of improper governmental activities. Review allegations from complainants to determine whether the alleged activities fall within the legal definition of an improper governmental activity; assess whether the alleged activities are provable; develop methodologies for investigating complaints; review and analyze laws and regulations; obtain and analyze documentary evidence; interview witnesses; prepare requests for legal opinions and consult with experts as necessary; administer oaths and obtain statements signed under penalty of perjury; serve subpoenas; prepare files including evidence, analysis, conclusions, correspondence, and drafts. In accordance with the Bureau of State Audits' style, draft reports detailing the results of investigations; cross-reference each statement in the report to evidence in the investigative file; respond to questions and concerns raised by Bureau of State Audits management, legal counsel, and editors; make revisions to the reports as necessary; when appropriate, write case summaries for prosecuting agencies.

DESIRED QUALIFICATIONS:

- Ability to work effectively both as a team member and independently.
- Excellent written and oral communication skills.
- Knowledge of investigative terms and methodologies.
- Knowledge of the California Whistleblower Protection Act.
- Ability to conduct interviews.
- Knowledge of the structure of state government.
- Knowledge of Microsoft Office 2007 Word, Excel, and Access.
- Good work habits, including punctuality and dependability.

To apply, please send completed state application (std. 678) to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

FINAL FILING DATE: OCTOBER 21, 2009 OR UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. Training and Development assignments may also be considered. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The position appointment will be in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All positions at the Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

***IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.***